

Subject: Re: Pershing Square Press Conference - 2.3.2020
From: LCapone
Date: 1/21/2020, 4:16 PM
To: Joella Hopkins
BCC: belinda.jackson@lacity.org

Hi Joella no worries about the date.

Here is a CAD PDF of the venue. Please see attached.

We can set up stage and sound for you in front of the tower. Second choice would be at the top of the Orange grove with the orbs and platform behind the speakers. The sun will also be behind the stage there.

Will there be any sort of a back drop to place on the small stage stage?

Please find load in information attached that you can send your vendors.

I will alert Maintenance to freshen up the venue.

Where do you want the catering tent to be set up? Will that need power?

Will there be a map you can give us as to which tents are which vendors?

Let me know what works and what you need.

Louise

On Tue, Jan 21, 2020 at 3:14 PM Joella Hopkins <joella.hopkins@lacity.org> wrote:

Hi there. I'm sorry to have this on your birthday but it's the only day we can get this firmed up on everyone's calendars. We will be doing a full court press to event day for this Press Conference.

It's shaping up to be the following...

6AM Rental Arrivals

830AM Official Start of Event - Coffee & Pastries

9AM Press Conference Start

930AM Questions

10AM Strike

We have everyone there and should be including the community shortly! We are working on event notice as we speak.

But, I wanted to get you as much info prior and ask a few questions.

- 1) Can I get a diagram of the park to use for vendors and set up.
- 2) If we needed to get in a little earlier to set up rentals could we?
- 3) I'm thinking of placing small stage in front of tower - is that a good spot? Is there any power I can pull from for the speakers?
- 4) Can we do a little extra cleaning for this? I'm suspecting we will have at least 150 people come out to hear this including a bunch of press.
- 5) Load-In and Load Out Instructions?

OK, let me know your thoughts. Appreciate it.

Joella Hopkins

DTLA Area Director & Strategic Media

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For regular updates and to sign up for our E-Newsletter, please visit our [Jose Huizar CD 14 website](#).

On Thu, Jan 16, 2020 at 7:32 PM Louise Capone <adventureartent@gmail.com> wrote:

It's my birthday! Lol

Louise Capone

On Jan 16, 2020, at 7:31 PM, Joella Hopkins <joella.hopkins@lacity.org> wrote:

What's happening on Feb 3rd?

Joella Hopkins
DTLA Director & Strategic Media
Office of LA City Councilmember Jose Huizar
Mobile 213.248.1738
sent via remote

On Thu, Jan 16, 2020, 6:59 PM Louise Capone < > wrote:

Hi Joella

Yes let's grab a coffee and chat it out but after the women's march. Any other day available besides Feb 3?

Louise Capone

On Jan 16, 2020, at 5:10 PM, Joella Hopkins <joella.hopkins@lacity.org> wrote:

Hi there. I wanted to let you know that we are officially scheduled to have our Pershing Square Press Conference on 2.3.2020. Do you have any other events scheduled? I'd love to come down with you and visit where and how I should plan this event for the best delivery possible. It's scheduled for 9 / 10am.

Best,

Joella Hopkins

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- [Attachments-27/Pershing Square PDF CAD Drawing.pdf](#)
- [Attachments-27/Load in Sheet Joella.docx](#)